



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative  
Services

### **Federal Investigations Notice**

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**Notice No. 13-06**

**Date: June 7, 2013**

### **SUBJECT: 2012 OPM GUARDIAN AWARD**

This notice solicits nominations for the 2012 U.S. Office of Personnel Management (OPM) Guardian Award. OPM's Federal Investigative Services (FIS) instituted this award in 1998 to promote the OPM goal of an effective Federal civilian workforce through agency excellence in security and suitability programs. The award focuses on agency achievements in program implementation, policy development, operations, or process automation that result in enhanced timeliness, capability, capacity, quality, and/or reciprocity.

Any employee may nominate an agency operation or program; program officials may nominate their own program or those of others. Nominations should clearly address:

- The area or issue being addressed/improved
- Root cause of the inefficiency or problem
- Desired outcome
- Plan of action
- Implementation results
- Comprehensive performance measures that demonstrate results and are specific enough to allow verification of the achievements and contributions cited
- Strategic administration goals supported by this accomplishment

A panel consisting of OPM representatives and a representative of an outside agency will evaluate nominations based on the value of the contribution considering innovation, results, and alignment with strategic administration goals within the context of compliance with applicable Federal regulations and directives. Efficiencies and enhancements will be considered in light of the size of the agency and the scope of operations; therefore, we encourage submissions from all programs.

Use the attached form to forward nominations by **August 3, 2013**, to the Guardian Award Committee. Narrative attached to the nomination form should be double spaced, using 12 pitch font, and limited to no more than 10 pages. The mailing address, fax number, and email address for submitting nominations is provided on the nomination form.

The winner(s) will be notified and then formally recognized at the Suitability/Security Professionals Seminar in November 2013.

I encourage your participation in this effort to recognize those agencies, organizations, and programs leading the way in finding effective, efficient, and innovative solutions to our modern Federal personnel security and suitability needs.



M. Colleen Crowley  
Deputy Associate Director  
Federal Investigative Services

Attachment: Guardian Award Nomination Form

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Inquiries:	OPM-FIS, External Liaison Team, 724-794-5612
Code:	736, Investigations
Distribution	SOIs/SONs
Notice Expires:	Until superseded

# U.S. Office of Personnel Management Guardian Award Nomination Form

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## Part 1: Nominee Organization (Agency, Program, or Component)

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Contact Number/  
Email Address: \_\_\_\_\_

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## Part 2: Agency Official Submitting Nomination

Nominating Organization: \_\_\_\_\_

Agency Official  
Submitting Nomination: \_\_\_\_\_

Printed Name

Title or Position

City

State

Zip Code

Signature

Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Contact Number/  
Email Address: \_\_\_\_\_

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## Part 3: Reason for Nomination

Please introduce your agency operation, explaining its size and scope as it relates to the reason for your nomination. Provide supporting justification, data, and statistical information that can be used to support your nomination. The data provided should be specific enough to allow for verification of the achievements and contributions cited.

Use the attached continuation page or attach additional narrative as necessary to provide the information.



Send Nominations to:  
OPM-FIS, ATTN: External Liaison/Guardian Award Committee  
1137 Branchton Road, Boyers, PA 16018-0618  
or Fax (724) 738-0814  
or Email: FISGuardianAward@opm.gov

OPM 1780  
December 2011

# U.S. Office of Personnel Management Guardian Award Nomination Form

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Nominee Organization  
Name: \_\_\_\_\_

## Part 3: Reason for Nomination *(Continuation Page)*



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